

CS-129 FAQs

Q1. I'm having problems with the website who do I contact?

A. Contact your Civil Service Liaison.

Q2. I don't know my password.

A. If you were previously sent a password and don't know it, click on the "Forgot Your Password" link that is located on the Appointing Authority log in page.

Q3. How do I get a password?

A. Passwords are only issued for those designated as Appointing Authorities for classification actions. (The Appointing Authority is not just responsible for preparing the paperwork, but also responsible for certifying the action.) Requests for passwords will only be accepted from the Human Resource director of the agency. HR Directors can send an email to Julie Beal and must indicate the process level(s) each Appointing Authority is responsible for. Those agencies that allow staff outside of the HR Office to initiate the CS-129 can enter the website as a "Personnel Liaison" (no password required) and prepare the proposed action. Actions submitted by Personnel Liaisons are submitted to the Appointing Authority for review and approval. These actions will be reviewed by Appointing Authorities prior to submitting the action to Civil Service.

Q4. The website states that my password has expired. How do I get a new one?

A. Passwords expire after 60 days. The Appointing Authority will receive a message that their password has expired and a new password will be automatically generated and sent via email. This process takes less than 10 minutes.

Q5. I was informed that my Performance Pay password will also work for the CS-129 website.

A. If you currently have a password for Performance Pay, the password for the CS-129 website is the same.

Q6. If I get a new password for Performance Pay is it the same for the CS-129 website?

A. Yes. The system used for generating passwords for Performance Pay is the same as the CS-129 system, thus the same password will work for both systems.

Q7. I did not make any selections in the website for more than 20 minutes and now I am required to enter my name in the "Prepared By:" fields.

A. The CS-129 website will time Appointing Authorities out after 20 minutes of inactivity. The website will allow you to continue and complete all fields, but the action will be submitted as a Personnel Liaison. You will know when the action was submitted as a Personnel Liaison because it will ask you to fill out your contact information in the "Prepared By" section. To review this action, log into the website as an Appointing Authority and click on "Review a Submitted Request."

Q8. I clicked on “Review a Submitted Request” and noticed that a request I completed as an Appointing Authority was listed.

A. See answer to question above.

Q9. How do I attach a document?

A. The website allows you to attach a document after you click on “Submit Action to Civil Service” or “Submit action to AA”. Both Personnel Liaisons and Appointing Authorities can attach all documents electronically. This includes attaching position descriptions, memo's, senior standards, etc. Attachment names cannot contain any spaces or symbols. For example, the document name should be PositionDescription, not Position Description. If you would like to have a space in between your words you can use an underscore i.e. Position_Description. Symbols such as the &!#* are also unacceptable.

Q10. I have more documents to attach, how do I attach them?

A. Documents can only be attached one at a time. After you attach the first document, you must click “Continue” at the bottom of the page. Then click on the “Add Attachment” button, which will bring you back to the page to upload another file.

Q11. I have already submitted my action to Civil Service earlier today and now I have additional documents to attach. Can I attach it to the record I already submitted?

A. For actions that have been submitted to Civil Service, you must email the documents to your Civil Service Liaison who will attach it to your action.

Q12. How do I know if the document has been attached?

A. After you attach a document, you have the ability to click on the document name and open the attachment. However, you must wait 5 minutes before clicking on the document name. You can be assured that if the file name displays, the file is there, so you don't have to view it or check it.

Q13. I clicked on the attachment and received an error message “The page cannot be found”.

A. If you choose to review your attachment immediately after attaching the document, you will get an error message, “The page cannot be found”. You must wait 5 minutes before clicking on the document name to allow a loading period. The server needs that amount of time to load the file and redisplay it so the user can view it. Failure to wait the 5 minutes before clicking on the document name will cause the error. You can be assured that if the file name displays, the file is there, so you don't have to view it or check it.

Q14. Once I’ve attached a document, can I print it?

A. Yes. After you wait 5 minutes for the loading period click on the document name and select Print from the tool bar.

Q15. Can I print my CS-129?

A. After you have submitted the CS-129 to Civil Service, you can print the CS-129 form by clicking on the “Print CS-129 Form” button and click “Print this Page.”

Q16. I’ve entered a reclassification action and the website is defaulting incorrect information i.e. department code, supervisor code or subordinates.

A. The website reflects the coding structure that presently exists in HRMN. You can make department code changes on the CS-129 website by selecting the new code from the drop-down box. However, in order to change a supervisor code or subordinates, you must submit a CS-1758. All recodings that are processed by Civil Service are seen on the website the next business day. Once the recoding is processed, you can then submit the reclassification request.

Q17. I’ve entered a valid supervisor code but it is not defaulting any supervisor information.

A. If a supervisor code does not have any subordinate position codes reporting to it, it will not default any supervisor information. Click on the “Continue” button and complete the action. Civil Service staff will process the action with the supervisor code entered.

Q18. I submitted a recoding but the website is still showing the wrong information. When will changes appear on the website?

A. Recodings appear on the website the next business day after the recoding was processed.

Q19. We have recently created a new department code. When will it appear on the website?

A. New department codes appear the next business day after it was created in HRMN.

Q20. How does the Appointing Authority get notified of an action I’ve submitted.

A. The current system does not notify the Appointing Authority. If a Personnel Liaison submits an action, we recommend that they send an email to the Appointing Authority. Alternately, Appointing Authorities can choose to log into the CS-129 website everyday to look for pending actions.

Q21. What is the “Justification for Action”?

A. It is the old “Appointing Authority Comments” on the CS-129 form.

Q22. Do I have to submit a managerial factoring sheet or specialist factoring sheet with my action?

A. No. The factoring worksheets are built into the website. The factors selected are captured and will reflect the total points and level.

Q23. I would like to reuse an inactive position code. Where do I indicate the position code?

A. If you would like to activate a position code, select the action type Establish/Activate and enter the position code in the Appointing Authority Comments section.

Q24. How do I save an action that I've been working on?

A. There is no save feature so clicking on "Close Window" will not save your request.

Q25. How do I know what the subclass codes are?

A. We have provided a link to a list of all active subclass codes on the website.

Q26. How do I know if a class is preapproved?

A. We have provided a link to a list of all preapproved classes by Department.

Q27. What if I want to submit a request to freeze a position?

A. To initiate a freeze, select the action type "Update" and indicate in the Appointing Authority Comments section that you are requesting a freeze along with the details.

Q28. When requesting an SPR or P-Rate, where do I enter my information?

A. After you check the box for an SPR or P-Rate, you must indicate the specific information in the Appointing Authority Comments section.

Q29. If I receive an error during the course of completing the CS-129 online, which prevents me from completing the request, should I reenter and submit it or contact my Civil Service liaison?

A. If you receive an error while completing a CS-129 online contact your Civil Service liaison. They can check to see if your request was received or if you need to resubmit your action.

Q30. I am unsure which classification and level to select in the Proposed HRMN Position Description, Grade & Pay Schedule, Union field.

A. If you cannot make a determination, select the employee's current classification and level and indicate in the Appointing Authority Comments Section that you would like Civil Service to make a classification and level determination.